



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

## Plan Review Checklist

### STEP 1: Plan Review Submittal – Application for Fire Safety Plan Examination (BFS-979)

- ☐ **Verify that the building to be reviewed falls under BFS jurisdiction.**
  - You may refer to the “Facility/Project to be Reviewed” section of the [Application for Fire Safety Plan Examination \(BFS-979\)](#) for a listing of state-regulated facilities.
  - NOTE: For electronic submittals, please refer to LARA’s [Accela Citizen Access \(https://aca-prod.accela.com/lara/\)](https://aca-prod.accela.com/lara/).
- ☐ **Determine the estimated project cost.**
  - If the estimated project cost is over \$15,000.00, an architect or engineer is required to submit signed and sealed plans to the [BFS Plan Review Division](#) along with the completed application.
  - If the estimated project cost is under \$15,000.00 and a public work project, signed and sealed plans are not required. Please contact the [BFS Plan Review Division](#) at 517-241-8847 for more information.
- ☐ **Complete the plan review application.**
  - Be sure to fill out the [Application for Fire Safety Plan Examination \(BFS-979\)](#) in its entirety.
  - It is important to include an e-mail address for the architect or engineer of record in the space provided on the application, as correspondence regarding the project will be sent back via e-mail.
  - Please include either the architect/engineer’s license number or the Act 144 Certification Number of the BFS certified firm.
  - If you are submitting shop drawings that will be linked to an architectural submittal, please be sure to include the project number assigned to the architectural drawings. This will help the BFS Plan Review staff link the shop drawings to the correct project. Contact the architect/engineer for the BFS Project Number.
- ☐ **Determine if a review/inspection fee is required for your project.**
  - Some facility types are not required to submit the review/inspection fee.
  - Refer to the “Facility/Project to be Reviewed” section of the [Application for Fire Safety Plan Examination \(BFS-979\)](#) for a listing of required and exempt facility types.
- ☐ **If applicable, determine your review/inspection fee.**
  - Refer to the fee schedule on the instruction page of the [Application for Fire Safety Plan Examination \(BFS-979\)](#) application to calculate the fee for required facility types.
- ☐ **Submit the completed plan review application, signed and sealed plans and payment (if applicable) to the [BFS Plan Review Division](#).**
  - Send items noted above to the appropriate address below. Specifications may be included on a CD.

If sending via U.S. Postal Service:	If sending via other courier service:
LARA/BFS Attn: Plan Review Division P.O. Box 30700 Lansing, MI 48909	LARA/BFS Attn: Plan Review Division 2407 N. Grand River Ave. Lansing, MI 48906
  - New plan submittals require payment by check. Please make checks payable to the State of Michigan.
  - Your plan review submittal should typically take 2 to 3 business days to be logged into the system.
  - Your submittal will be reviewed in the order it was received.

### STEP 2: Plan Review Reports

BUREAU OF FIRE SERVICES  
611 W. Ottawa St., 4<sup>th</sup> Floor • P.O. BOX 30700 • LANSING, MICHIGAN 48909  
[www.michigan.gov/bfs](http://www.michigan.gov/bfs) • 517-241-8847  
LARA is an equal opportunity employer/program.



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<input type="checkbox"/> <b>Receive the plan review report from the <a href="#">BFS Plan Review Division</a>.</b>
➤ <i>All plan review reports are sent via email to the architect or engineer of record.</i>
<input type="checkbox"/> <b>Distribute the plan review report.</b>
➤ <i>It is the responsibility of the architect or engineer of record to forward the plan review report to all other parties involved with the project.</i>
➤ <i>Sharing the plan review report with all parties involved in the project will help to ensure that the correct project number is used to link project submittals together.</i>
<input type="checkbox"/> <b>Review the plan review report to ensure each item will be in compliance.</b>
<input type="checkbox"/> <b>Provide a written response letter to the <a href="#">BFS Plan Review Division</a> for any items that require clarification.</b>
➤ <i>Please note: Review times may vary however, it typically takes 4 to 6 weeks for a review to be processed once it has been logged into the system.</i>
➤ <i>Once the plan reviewer has approved the project it will be forwarded to the appropriate field inspector to schedule the inspection.</i>

### **STEP 3: Fire Marshal Inspections**

<input type="checkbox"/> <b>Pre-construction Meeting</b>
➤ <i>Large projects (typically million-dollar projects) require a visit from a field inspector before construction begins. This pre-construction meeting with your inspector will address issues such as construction separation and temporary exiting plans.</i>
➤ <i>You may refer to the <a href="#">Fire Marshal Inspection Regions</a> map which is available on our website to determine which inspector covers the area in which your project is located.</i>
<input type="checkbox"/> <b>50% Inspection</b>
➤ <i>Most construction projects require a 50% inspection. A 50% inspection is required when the building is framed and mechanical systems are substantially complete, but before concealment. To schedule your 50% inspection, you may submit your inspection request via e-mail to <a href="mailto:BFSInspectionRequest@michigan.gov">BFSInspectionRequest@michigan.gov</a>. Note: By sending your request to the email address noted above, the Plan Review staff can determine if the project is ready to be released to the field inspector for inspection.</i>
➤ <i>Review/inspection fees must be paid prior to releasing plans to the inspector.</i>
➤ <i>During the peak time for school openings, please allow up to 4 weeks for inspection requests.</i>
➤ <i>The inspection report will be sent from the appropriate regional office following the inspection.</i>



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### ☐ **Final Inspection**

- *A final inspection is required for all projects before the inspector can grant a final approval on a project after construction is complete.*
- *All fees must be paid prior to scheduling the final inspection, including the 12-A documentation fee. Note: Any time a system has been installed by a certified firm, the 12-A documentation and associated fee must be paid even if the facility was exempt from submitting a review/inspection fee. This includes fire alarm, sprinkler, hood suppression, clean agent and door locking submittals.*
- *Please be advised that you may be assessed a fee should a Fire Marshal Inspector respond to a false final inspection appointment. Refer to [Fire Marshal Bulletin #17](#) for more information.*
- *Please make all checks payable to the State of Michigan.*
- *Submit your inspection request via e-mail to [BFSInspectionRequest@michigan.gov](mailto:BFSInspectionRequest@michigan.gov). Note: By sending your request to the email address noted above, the Plan Review staff can determine that the inspector has received all pieces of the project for final inspection.*
- *During the peak time for school openings, please allow up to 4 weeks for inspection requests.*
- *The inspection report will be sent from the appropriate regional office following the inspection.*

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